

STREET MAINTENANCE

PLAN REVIEW PROCESS

MANUAL

SEPTEMBER, 1997

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PRIVATE DEVELOPMENT PLAN REVIEW STREET CONSTRUCTION REQUIREMENTS PUBLIC/PRIVATE

Introduction and Purpose

This document is being provided to property owners, developers, engineers, architects and others. The purpose is to clearly state the minimum information needed and the procedures to be followed as the Streets Department reviews plans for private development within the Savannah City limits. Streets Maintenance is primarily concerned with the project's impact on the right-of-way, possible obstacles to vehicular and pedestrian traffic, and the prevention of future maintenance problems caused by private development.

Plan Requirements

The plans submitted for review should be the final construction plans and, at a minimum, include the following sheets or separate sections depending on the size and complexity of the project:

- C Cover sheet with location map
- C Plan view of the project with general notes
- C Construction detail showing details for paving, curbing, sidewalks, handicap ramps, etc.

The plan review conducted by Street Maintenance will concentrate primarily on that portion of the construction that occurs on the City right-of-way. Copies of frequently used City of Savannah Standard Construction Details are included in Appendix G. The plans should clearly note in non-City standard construction will be used off of the right-of-way so that there will be no confusion during construction. All construction on City right-of-way must comply with the City of Savannah Technical Specifications and Standard Construction Details. Copies of these documents are available from the City Engineer's office, 2 E. Bay Street.

Review Procedures

Plans will be logged in by the Administrative Assistant and given to the Streets Department Construction Inspector for the initial review.

The plans, along with the Construction Inspector's comments, will be returned to the Street Maintenance Director for further review and concurrence. Final comments will be sent to the Inspections Department via email attachment. The plans will be retained by the Streets

Department's Construction Inspector for the second review, if needed. The second review following initial comments will be accomplished by the Streets Department Construction Inspector. The revised plans will be checked to insure that the previous concerns and comments have been addressed on the revised plans and project specifications as requested.

GENERAL INFORMATION CONCERNING CONSTRUCTION WITHIN THE RIGHT-OF-WAY

Paved Streets

Paving or driveway aprons built on City right-of-way must meet City standards. Base type or thickness requirements may differ from off-street construction. The same applies to asphalt surface requirements and concrete paving within City streets.

Streets and lanes constructed as part of a private development must meet City construction standards if they are within the right-of-way dedicated to the City for maintenance. Concrete curb and gutter is required on all streets and the minimum width is 27 feet from back of curb to back of curb. The typical paving cross section is included in Appendix G. Arterial and collector streets may have different width and construction requirements. Street construction will be coordinated with Traffic Engineering and the City Engineering Department.

Construction or repairs on City right-of-way adjacent to the new private development shall be accomplished with the same material as the existing surface. Repairs should closely match adjacent surfaces, especially brick paving. The developer should review the City of Savannah's Technical Specifications and Standard Construction Details for additional information.

Sidewalk Construction and Repairs

Sidewalk construction or repairs on City right-of-way shall match adjacent existing sidewalks. The concrete is to be tinted to blend with the surrounding concrete. Tint ratios are available from the Streets Department Construction Inspector. Brick sidewalk repairs should closely match adjacent surfaces, especially color, type and pattern. The developer should review the City of Savannah's Technical Specifications and Standard Construction Details for additional information.

Street Cuts and Utility Connections

Trenching across City streets and lanes is to be avoided. If open cut trenching is found to be absolutely necessary by the department director, total resurfacing of the affected area may be required. The director will make this decision based on the overall condition of the pavement, the presence of existing patches, and the City's resurfacing schedule. Backfill compaction testing by a firm certified to conduct this type of testing is required at no cost to the City. Testing requirements are more fully described in the City of Savannah's Technical Specifications, Section 2200, Part 3, which is included in Appendix E.

Pedestrian Facilities

Sidewalks, bridges, paths, etc. must comply with the latest ADA requirements. These are subject to change. The design professional should consult the ADA web page (www.usdoj.gov/crt/ada/adahoml.htm), U. S. Department of Justice, for the latest requirements.

Encroachments

Permission to encroach is required for a permanent facility, that will remain on the City's right-of-way after the project is completed. Proposed encroachments should be clearly noted on the plans. Encroachments requiring permission include, but are not limited to, informational signs, irrigation systems, landscaping, flag poles, private lighting, etc. Encroachments require approval of the Mayor and Aldermen and the process takes at least 30 days to complete. A letter of request to the City Engineer is necessary to initiate the encroachment approval process.

Right-of-Way Permits

All work on the City right-of-way requires a right-of-way permit from Traffic Engineering prior to the start of construction. Permit applications are available from the Traffic Engineering Department at City Lot, 1100 W. Gwinnett Street. A copy of this permit form is included in this manual. Permit forms are also available via fax. Call Traffic Engineering at 651-6600.

Other Information

Appendix F includes instructions applicable to performing work on the City right-of-way. This Appendix provides information on a wide range of work elements and will be useful throughout the entire construction process.

STREETS PLAN REVIEW CHECKLIST

<u>Y</u>	<u>N</u>	<u>N/A</u>	
[]	[]	[]	Open trenches across adjacent streets proposed as part of this development?
			9 Is Trenching Necessary?
			9 Resurfacing Schedule
			9 Patching Detail
			(1) Should resurfacing be required to avoid patching?
[]	[]	[]	9 Are permanent facilities planned for City right-of-way?
			9 Sprinkler Systems
			9 Entrance Signs
			9 Other
[]	[]	[]	9 Does the pavement design for Streets, Deceleration/ Acceleration Lanes and Driveway Aprons on City right-of-way meet City specifications?
[]	[]	[]	9 Will any construction or planting adjacent to the right-of-way have a potential for creating future problems with City-owned facilities (curbing, sidewalk, ditches, etc.)?
[]	[]	[]	9 Are pedestrian facilities on the right-of-way designed to latest ADA standards?
[]	[]	[]	9 Are sidewalks required?
[]	[]	[]	9 Are driveways of adequate width?

TO: One-Stop Permit Center

FROM: Streets Maintenance Director

SUBJECT: Plan Review:_____

The subject plan has been reviewed by the Streets Maintenance Director. The following comments are applicable to this site plan:

9 Accepted as submitted

9 Accepted as noted

9 Not accepted for the following reasons:

Please call 651-6571 if additional information is needed.

Director

Date: _____

To: _____

From: _____

Ref.: _____

Attention: _____

The site plan for the referenced project has been submitted to the Street Maintenance Department for review.

The following additional information or clarification is needed for the review process to continue:

Please contact me at 651-6571 if you have any questions or desire additional information.

Sincerely,

Larry H. Bazemore
Street Maintenance Director

cc: Development Services Office

INSTRUCTIONS FOR PERFORMING THE WORK

POSSESSION/DISPLAY OF PERMIT/SUPERVISION BY THE CITY

All permits are to be posted at the job site for the duration of the project (Section 4-1071.3). Work authorized by issuance of a permit shall be accomplished under the direction of the Streets Maintenance Director or his authorized representative.

WORK SITE SAFETY/INTERFERENCE WITH TRAFFIC/BARRICADE REQUIREMENTS

The permit holder is responsible for developing a traffic control plan that meets the requirements of the Traffic Engineering Director. Traffic control at the work site is the responsibility of the permit holder. Traffic control must conform with the requirements of this manual, OSHA, and the Georgia Department of Transportation, City of Savannah Traffic Control Manuals (Section 4-1073.2), and any other site specific plan or instructions provided by the Traffic Engineering Director.

During the course of the permitted work, the permittee shall maintain lights, construction signing, and barricades as required (Section 4-1073.2). All devices shall comply with the Georgia Manual of Uniform Traffic Control Devices.

LANE CLOSURES (WHO TO NOTIFY)

All lane closures and rerouting of traffic must be approved by the Traffic Engineer 24 hours in advance of action. Corrective action must be taken by the permittee within two hours of notification of deficiencies related to the Traffic Control Plan or construction signing.

PROTECTION OF EXISTING STRUCTURES/TREES

It shall be the responsibility of the permittee to make all investigations necessary to locate existing underground utilities, structures, pipe lines, and conduits within the boundaries of the permitted work site. Furthermore, it shall be the permittees responsibility to maintain and protect all such underground utilities, structures, pipe lines and conduits during the progress of work. (Section 4-1073.3)

Permittees are not authorized to perform any work which involves removal or endangerment of any shrubbery, flowers, trees, or other plantings, unless approval is obtained from the Park and Tree Department. Permittee is responsible for complying with the City of Savannah Tree Protection Ordinance. Should damage to a tree, shrubbery, flowers or other plantings render the plant material hazardous to the community, the permittee is responsible for the removal and replacement of said material. Replacements will conform to the Park and Tree Master Street Tree Plan, and all other Park and Tree requirements related to plant specifications. Additionally, a penalty for the difference between the value of the damaged plant material and the replacement material will be assessed. (Section 4-1073.3)

SLOPE OF TRENCH WALLS

The slope of the trench walls shall be governed by OSHA guidelines and City of Savannah Technical Specifications and Standard Construction Details.

MAXIMUM SIZE OF OPENING

Under normal conditions a maximum of 150 linear feet of trench may be open at any one time. Trench widths shall be as narrow as practicable for the type of work being done, however all trenches shall be at least 18" wide in order to allow for satisfactory compaction.

EXCAVATIONS NOT TO BE KEPT OPEN OVER 5 DAYS

Without special permission from the Streets Maintenance Director, a site must be properly restored to the pre-construction condition within five (5) days of the excavation. Work should be phased so that excavations within a single block are restored prior to beginning work in an adjacent block.

EXCAVATIONS - SHAPE, WALLS, HOW TO

All excavations shall conform to OSHA requirements and must take into account the safety of street users and the residents of the City. The route of the excavation shall be the most direct route to ensure minimum impact upon the public, the rights-of-way, conflicts with other utilities, or damage to valuable trees and shrubs.

Covers for Trenches/Excavations:

Non-Traffic Areas:

Generally, covers will not be required unless work sites are in heavily traveled or populated areas in which a hazardous condition would exist without covers. When a permittee is required to cover trenches/excavations before or after backfilling has occurred, the cover shall consist of 3/4 inch thick plywood. Dimensions of the cover shall be at least six (6) inches larger than the dimensions of the trench/excavation and placed over same.

Traffic Areas:

When covers are required for the purpose of opening a street to traffic, steel plates shall be used. Plates must have a minimum thickness of three-fourths (3/4) inch and shall be at least six (6) inches larger than the dimensions of the trench/excavation and placed over same. The plates shall be anchored to the street surface with railroad spikes in order to prevent shifting. The maximum trench width to be opened to traffic while covered with a steel plate is 48".

Pavement Removal:

Prior to cutting pavement, the line of cut shall be marked on the pavement. The line of cut may be made initially with a jack hammer, but in the restoration of pavement, the line of cut must be saw cut prior to pavement restoration. Extreme care shall be taken to minimize impact upon surrounding paved and unpaved areas. Any

damage caused to adjacent areas will be the responsibility of the permittee to repair.

Shape of the Pavement Cut:

Initially, the shapes of cuts will vary, depending upon the reason for the excavation, but upon completion, all cuts will be rectangular or square in shape. All corners will be 90 degree angles.

Wall Cross-Section:

All excavations shall be made with vertical walls unless unstable, or fluid soils, or extreme depths of cut are anticipated. In those cases, excavations must be properly shored and braced according to OSHA requirements.

Special Provisions for Dewatering:

Water removed from work areas shall be conveyed via the most direct route to the storm sewer. It shall be the responsibility of the permittee to comply with all pertinent State and Local Erosion and Sediment Control requirements. Local requirements are contained in the City of Savannah Code, Section 8-6001. Permittees must make every effort practicable to ensure that runoff from work sites contain as little sediment as possible. When dewatering is required, extra care must be taken to minimize the sediment which enters the storm system.

Where violations of these requirements occur, corrective action must be taken within 24 hours of notification. Permittees will be required to clean storm drain lines should sediment enter the system. If a permittee fails to take corrective measures, the City of Savannah will ensure the system's cleanliness and hold the permittee responsible for the costs related to the cleanup.

Construction Materials, Debris, and Spoils Storage:

Storage of these items within the boundaries of the protected work site area is permissible. Care must be taken to insure that storage does not create an unsafe condition for the public or results in silt entering the stormwater system.

WORK SITE RESTORATION

BACKFILL

All backfilling operations shall comply with the City's current Standard Construction Details, applicable sections of the City's Technical Specifications, and any special instructions from the Streets Maintenance Director or his authorized representative.

COMPACTION

Compaction of excavations within the right-of-way shall meet all of the requirements set forth in the City's Technical Specifications and Standard Construction Details.

INSPECTION

Inspection services will be provided by the City and upon request by the permit holder or their sub-contractor. In some cases, due to scope, location, or duration of the work, it is necessary to notify the inspector forty-eight (48) hours before beginning the work. These cases will usually be noted at the time of permit issuance.

REPAVING SIDEWALK/CURBING

In the case of sidewalk excavations or when such excavations require the removal of curbing, the reconstructed surface and curbing shall be equal or better material as previously existed, as determined by the Street Maintenance Director. The surface material shall be the same as removed. Concrete shall be tinted as required to match adjacent sidewalk. The Street Maintenance Department will provide information based on past experience.

RESURFACING REQUIREMENTS

When a longitudinal trench exceeds 150' in length, the entire block shall be resurfaced at no cost to the City. This requirement may be waived at the discretion of the Streets Maintenance Director when resurfacing is planned within the next 12 months.

NEWLY RESURFACED STREETS

The approved method of crossing a newly resurfaced street will be by jacking or boring the new pipe, service line, or system extension under the street crossed. In some cases it may be determined that an open cut is necessary due to special circumstances. In these cases specific restoration standards may be imposed. These standards may include resurfacing a reasonable portion of the street in order to avoid a patch in a street that has been recently resurfaced.

PAVEMENT MARKING

Lane striping or other painted and affixed delineations which may be removed by the permit holder shall be replaced by the permit holder before restoration will be considered complete. The inspector will notify the permittee of the type material and applications. The City Traffic Engineering Director will be the governing authority.

UNPAVED STREETS/ALLEYS/SIDEWALKS

Generally, all unpaved areas within the City's rights-of-way shall be restored to a like condition or better than prior to the excavation or disturbance. Compaction requirements vary depending on area excavated. Attention is directed to the City's Technical Specifications, Section 02200, Earthwork and Section 02485, Grassing, for specific requirements.

DITCHES/TRENCHES NEAR CURB LINE

Any trench that is excavated in the banquette space in the rear of the curb shall be so

located according to the specifications of the Streets Excavation Procedures Manual. The permit holder will be responsible for any damage caused by settlement along and adjacent to the trench or ditch for a period of two years from the date of the excavation. Such replacement to be according to the City standard plans and specifications and the Streets Excavation Procedures Manual. Repairs shall be completed at the expense of the applicant.

CUTBACKS - STREETS/SIDEWALKS

After backfill is completed to the subgrade or to the bottom of the paving slab or foundation in all paved streets or alleys, this pavement shall be cut back beyond the outside vertical line or wall of the trench, and beyond any wall line that should develop due to the caving or sliding of the original trench wall. The cut back distance will be as specified in the City's Standard Construction Details, and applicable sections of the City's Technical Specifications.

Whenever a cut or excavation is made in any concrete sidewalk after the backfill is completed to the subgrade, the surface will be cut back to the nearest joint and removed as described in the City's Technical Specifications and Standard Construction Details.

NOTICE TO CITY WHEN WORK COMPLETED

The permittee is required to notify the Streets Maintenance Director, on the form provided, that such cut or excavation is completed according to the provisions of this chapter and the Streets Excavation Procedures Manual.

AFTER RESTORATION

SETTLEMENTS

It shall be the duty of any applicant for or holder of a permit under this chapter to make all repairs necessary as to prevent settlements in the pavement over the excavation. Should settlement occur over any excavations after pavement replacement, it shall be the obligation of the holder of the permit, upon notice by the Streets Maintenance Director, to repair the site in accordance with the manual. Cement slurry backfill will be required on any re-excavation due to pavement settlement. This warranty shall be in effect until such time the street is resurfaced, paved, or reconstructed. If, in the opinion of the Street Maintenance Director, repairs are not completed in accordance with the specifications, he shall have the necessary repairs or replacements made and charge the cost to the permit holder.

WARRANTIES

The permit holder shall repair any settlement in the surface over the excavation until such time the street is resurfaced, paved, or reconstructed. Refer to City Code Section 4-1094 for details of the warranty requirements. Repairs or restoration shall comply with the City's current Technical Specifications and Standard Construction Details.

RESTORATION BY CITY

Should any person fail to replace materials, or fail to restore areas to their original condition, or in any way fail to comply with the conditions of this chapter within 72 hours after notification by the City that such work should be done, the City shall have the right to do necessary restoration work and charge the costs to the permittee performing the excavation work.